

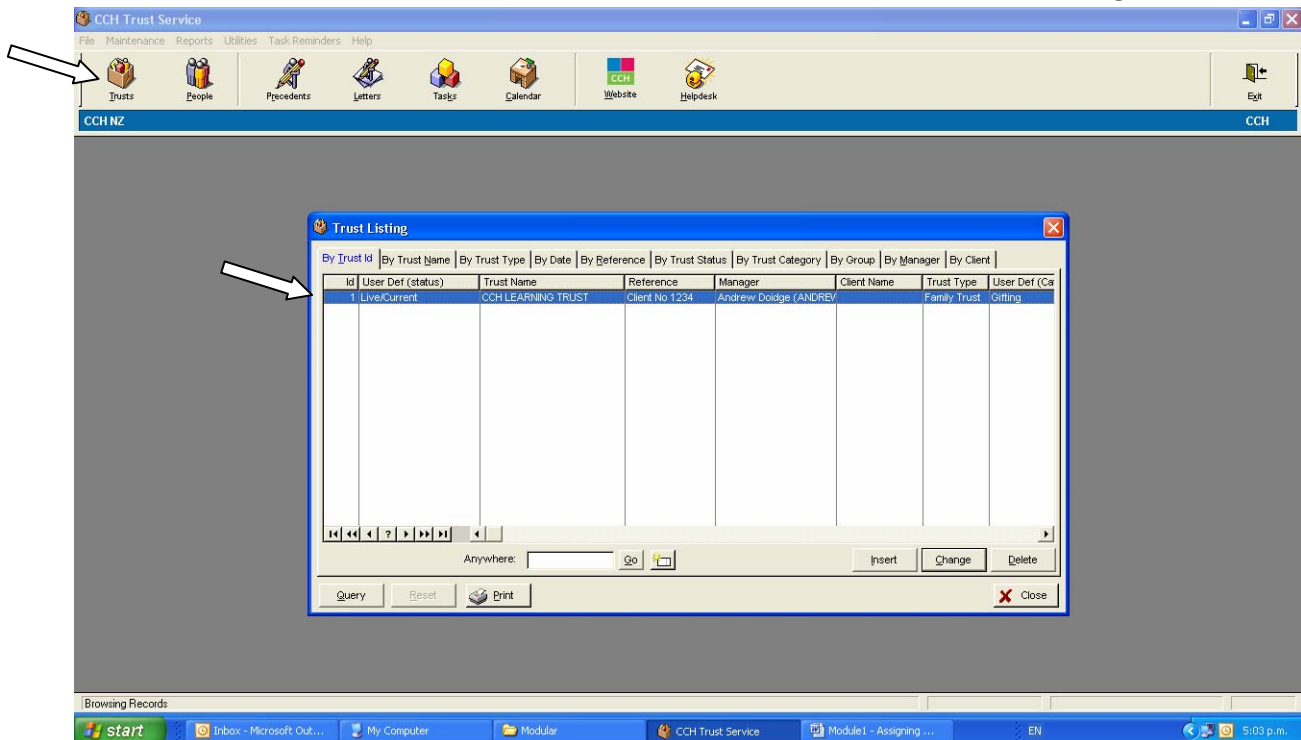
TRUST SERVICE TRAINING - LEVEL 1

SESSION 3.4

USING SUB GROUPS IN THE GIFTING ACCOUNT

You should have already created your Gift Account as per Session 3.1

Select Trust Shortcut, then select Trust from List (double click or select Change)

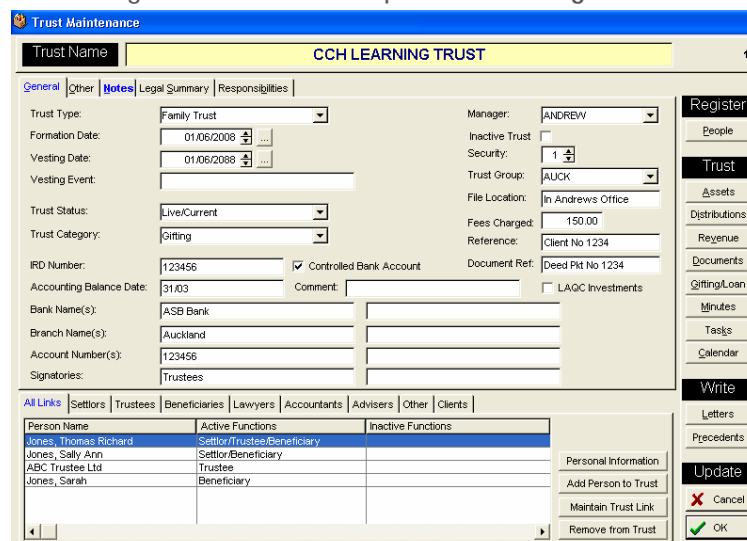


The screenshot shows the CCH Trust Service application window. The 'Trusts' icon in the top toolbar is highlighted with a white arrow. The 'Trust Listing' window is open, displaying a table with the following data:

Id	User Def (status)	Trust Name	Reference	Manager	Client Name	Trust Type	User Def (Ca
1	Live/Current	CCH LEARNING TRUST	Client No 1234	Andrew Doidge (ANDREW)		Family Trust	Gifting

The 'Change' button at the bottom right of the 'Trust Listing' window is also highlighted with a white arrow.

Select Gifting/Loan from Right Hand Menu to open the Gifting Account

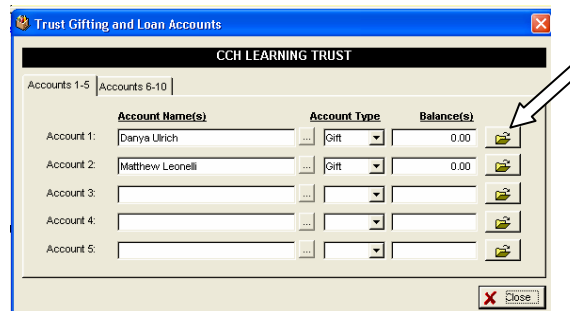


The screenshot shows the 'Trust Maintenance' window for 'CCH LEARNING TRUST'. The 'Gifting/Loan' option in the right-hand menu is highlighted with a white arrow. The main form contains the following details:

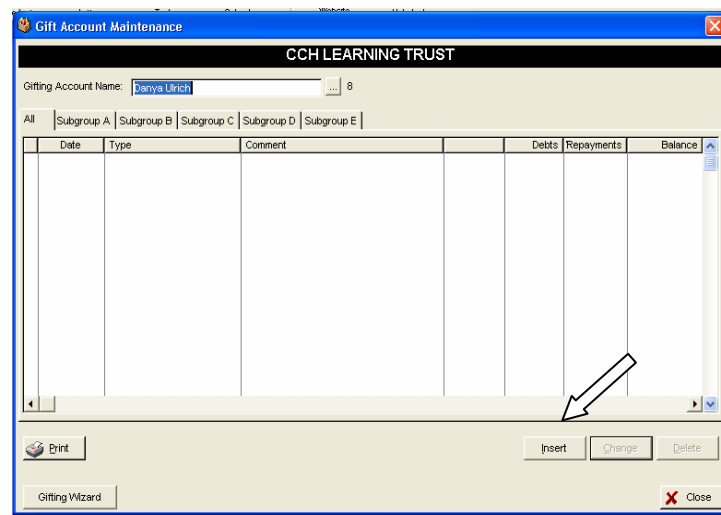
- Trust Name: CCH LEARNING TRUST
- Trust Type: Family Trust
- Formation Date: 01/06/2008
- Vesting Date: 01/06/2008
- Trust Status: Live/Current
- Trust Category: Gifting
- RD Number: 123456
- Accounting Balance Date: 31/03
- Bank Name(s): ASB Bank
- Branch Name(s): Auckland
- Account Number(s): 123456
- Signatories: Trustees
- Manager: ANDREW
- Inactive Trust:
- Security: 1
- Trust Group: AUCK
- File Location: In Andrews Office
- Fees Charged: 150.00
- Reference: Client No 1234
- Document Ref: Deed Pkt No 1234

The right-hand menu includes options: Register, People, Trust, Assets, Distributions, Revenue, Documents, Gifting/Loan, Minutes, Tasks, Calendar, Write, Letters, Precedents, Update, Cancel, and OK.

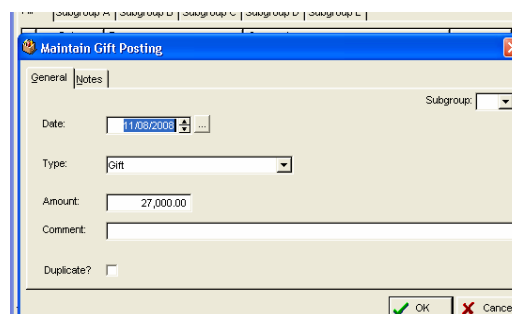
Open the Gift Account by selecting the Folder icon



Select Insert

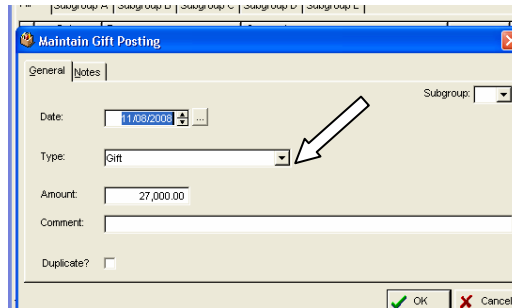


This opens the Maintain Gift Posting screen

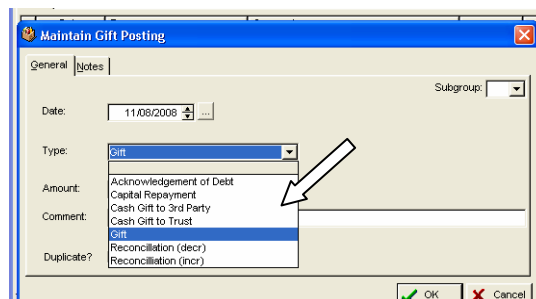


Type or Select the date of the Posting

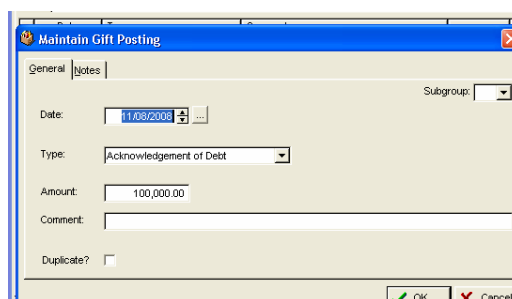
Select the arrow next to **Gift Type**. Default is set to 'Gift' & Default Amount is \$27,000.



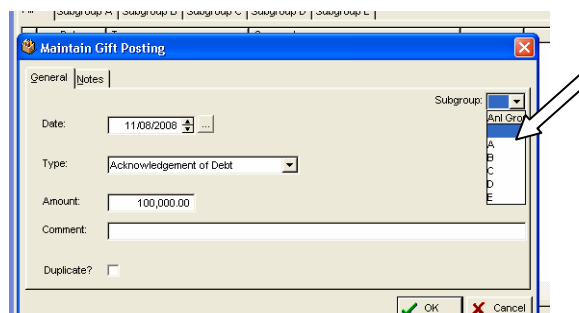
Select the Type of posting you wish to make.



Type the **Amount** of the posting and any other comment you might want to make. You may also wish to select the **Notes** tab and make further notes on the posting



Select a **Sub Group** for this posting



Select OK to Save

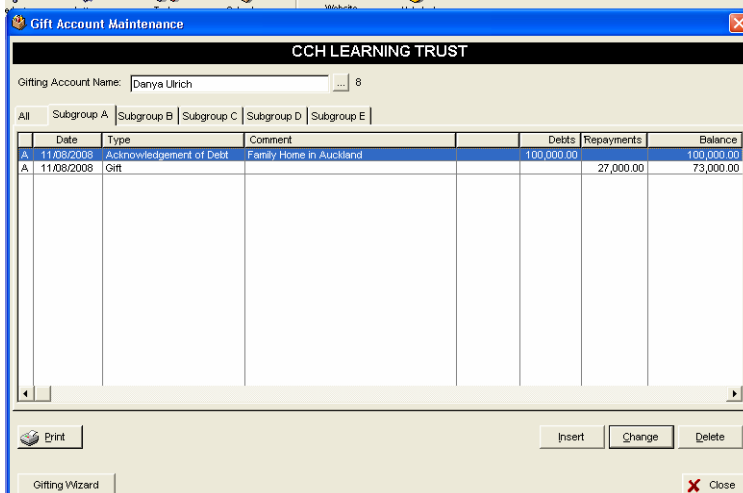
Note: If Sub Group A is chosen for the Acknowledgement of Debt, Sub Group A should be used for any subsequent gifting against this asset.

Example:-

Family Home is in Sub Group A

Investment Property is in Sub Group B

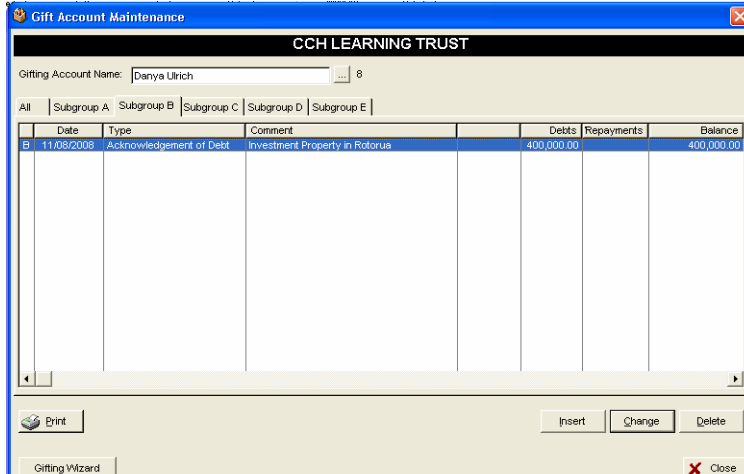
View of Sub Group A



The screenshot shows the 'Gift Account Maintenance' window for 'CCH LEARNING TRUST'. The 'Gifting Account Name' is 'Danya Ulrich'. The 'Subgroup A' tab is selected. The table below shows two transactions:

	Date	Type	Comment	Debts	Repayments	Balance
A	11/08/2008	Acknowledgement of Debt	Family Home in Auckland	100,000.00		100,000.00
A	11/08/2008	Gift			27,000.00	73,000.00

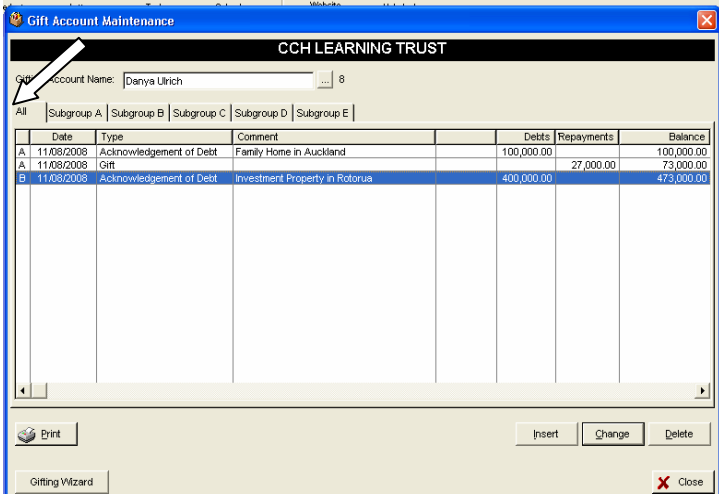
View of Sub Group B



The screenshot shows the 'Gift Account Maintenance' window for 'CCH LEARNING TRUST'. The 'Gifting Account Name' is 'Danya Ulrich'. The 'Subgroup B' tab is selected. The table below shows one transaction:

	Date	Type	Comment	Debts	Repayments	Balance
B	11/08/2008	Acknowledgement of Debt	Investment Property in Rotorua	400,000.00		400,000.00

View of All



	Date	Type	Comment	Debits	Repayments	Balance
A	11/08/2008	Acknowledgement of Debt	Family Home in Auckland	100,000.00		100,000.00
A	11/08/2008	Gift			27,000.00	73,000.00
B	11/08/2008	Acknowledgement of Debt	Investment Property in Rotorua	400,000.00		473,000.00

Select the view by using the tabs

In **All** the balance will be combined from all Sub Groups

In **Sub Group A** the balance will be for Sub Group A only

Use Sub Groups to help you to view and manage multiple properties or investments.

The balances will be combined when Gifting Documents are created